



VACANCY ANNOUNCEMENT
for
Head Bearer
at
Consul General's Residence, Hyderabad

The Consul General's Residence in Hyderabad is seeking an individual for the position of Head Bearer.

Applicants must apply on Form HR-01 (Application form for Employment). Applications not completed on Form HR-01, will not be accepted. Only completed forms will be accepted.

(Refer to application procedure below)

POSITION: Head Bearer

OPENING DATE: August 24, 2010

CLOSING DATE: September 7, 2010

SALARY: Starting salary will be determined on the basis of qualifications and experience.

BASIC FUNCTION OF POSITION

Duties include general household assistance: answering the door and telephones, receiving guests, setting the table and providing waiter service at parties, serving drinks and snacks at receptions, coordinating maintenance projects at the residence and accompanying workers as necessary, running general errands and paying household bills, assisting other staff in placing orders for household supplies, conducting regular inventories on china, silver, crystal, artwork and other valuables and making arrangements for replacement/repair as necessary, polishing silver, and any other work normally connected with the duties of a bearer and any other assignment as assigned by the Primary Employer.

QUALIFICATIONS REQUIRED

1. Minimum three years of related experience.

TO APPLY

Interested applicants for this position should submit the following:

1. **Application for Employment**, Form HR-01, available on website
<http://hyderabad.usconsulate.gov/jobopportunities.html>
2. **OPTIONAL**: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

U. S. Consulate General,
Human Resources Office
1-8-323, Paigah Palace, Chiran Fort lane,
Begumpet, Secunderabad - 500003.
FAX: 4033-8301
or
E-mail: Hyderabadvacancies@State.gov

Please insert "**Application for Head Bearer**" in the subject of the E-mail. Applications without the Subject or with an incorrect Subject will not be accepted.

All applications for the Subject announcement must be received in the Human Resources Office by close of business September 7, 2010

Approved by: MO: DMcCullough